



## Close Deadlines Calendar

July 31, 2024

**Reminder:** Please note the closing deadlines listed below:

For the July Preliminary Close, the 1st working day is Thursday, August 1st.

For the July Preliminary Close, the 2nd working day is Friday, August 2nd.

For the July Preliminary Close, the 3rd working day is Monday, August 5th.

For the July Final Close, the 6th working day is Thursday, August 8th.

	Closing Deadlines				
	Preliminary			Final	
	Day #	Time		Day #	Time
Accounts Payable	1				
Accruals	NA			6	3 pm EST
Daily Sales Reports	submitted throughout the month			submitted throughout the month	
				Inventory Adjustments Only	
Inventory Balances	2	3 pm EST		6	3 pm EST
Misc. Adjustments (JE's)	3	noon EST		6	noon EST
Transfers	submitted throughout the month			submitted throughout the month	
P-Card Expenses Approved	3	3 pm EST		6	3 pm EST
Expense Reports Approved	3	3 pm EST		6	3 pm EST

### Accounts Payable/Accruals

All invoices for current month should be submitted to OSV by EOD on Day #1. For any invoices that made it from OSV to Workday but are not fully approved by Day 6, AP will automatically accrue for any invoices that are in the system that are in progress status.

On Day #6, the **cost center manager** will need to look at their “FINS RPT – Supplier Invoice by Cost Center” and check to see if any invoices that they have submitted to OSV (and for invoices that were not yet submitted to OSV) are not showing on the list, they will need to accrue for them. The accrual process is the same as it was in PS, where the accruals should be sent to [ninya.noriegadomingo@guestservices.com](mailto:ninya.noriegadomingo@guestservices.com). However, be sure to use the new spend categories when submitting. [Click here](#) for AP Accrual form.

## **Inventory Balances**

Please submit your month end inventory in Workday by using “Create Request” and choosing “Monthly Inventory Ending Balance”. Please remember to choose the last day of the month. For Inventory Balance adjustments, please send email to inventory reports email address [inventoryreports@guestservices.com](mailto:inventoryreports@guestservices.com)

## **Misc. Adjustments (JE's)**

Please send all journal entries to the accounting entries email address, [accountingentries@guestservices.com](mailto:accountingentries@guestservices.com). This is the same process as before, however there is an updated template on <https://www.gsiemployees.com/workday> page by navigating to the managerial section under Workday for Finance and then navigate to the General Ledger section.

## **Transfers**

Please send all journal entries to the accounting entries email address, [accountingentries@guestservices.com](mailto:accountingentries@guestservices.com). This is the same process as before, however there is an updated template on the [managerial section under Workday for Finance](#) and then navigate to the General Ledger section.

## **P-Card Expenses & Expense Reports**

You must submit all P-card charges via an expense report in Workday as soon as possible to ensure they are approved by the Day #6 deadline so they are included in the current month close. P-card reporting is now done through the expense reporting system in Workday. Instructions can be found [here](#). You can navigate to your outstanding P-card charges in Workday by going to the expenses hub and going to “expense transactions”. If you are an approver, please be sure to approve any P-card and Expense reports by the sixth day of close. Please reach out to [sarah.waye@guestservices.com](mailto:sarah.waye@guestservices.com) for any questions.